



ATTACHMENT 3A

State of California

Business Transportation and Housing Agency

**M e m o r a n d u m**

**EXAMPLE**

**To:** Dolores M.Valls,  
Deputy Division Chief  
Division of Engineering Services  
Structures Construction

**Date:** January 23, 2002

**File:** 07 – LA - 5,126  
EA 07 – 1760U4  
Santa Clara River  
Br. No. 53-2925  
CCO

**From:** CALIFORNIA DEPARTMENT OF TRANSPORTATION  
**DIVISION OF ENGINEERING SERVICES**  
Structure Design - Mail Station 9 - 4/11G  
Office of Bridge Design West

**Subject:** CCO - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the CCO package.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the CCO will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief  
Office of Bridge Design West

c: RLand  
RWolfe  
WJohnson  
GJoe